



City of Santa Clara

SUPPLEMENTAL APPLICATION Electrical Estimator, #32-08-437 FINAL FILING DATE: Thursday, June 12, 2008



Name (Last, First, Middle): _____

As specified in the job announcement, **all applicants must complete this Supplemental Application** in order to be considered for this position. This questionnaire is designed to assist in evaluating your qualifications for this position; therefore it is to your advantage to be as **specific, complete, and clear** as possible. Your answers to these questions, along with the rest of your application materials, will be used to help select the **most qualified candidates** who will continue in the selection process. Applications submitted without **complete answers to all questions** in this Supplemental Application will be **automatically disqualified**. A résumé or Letter of Interest and Intent will not be accepted in lieu of the Supplemental Application.

Respond fully to each question, describing your specific relevant education, training, and/or experience. **Responses must be typewritten** (word processed) and limited to one 8 1/2" X 11" page per question (font size no smaller than Arial 10-point); any information that exceeds the one page per question will not be considered. Please **sign this document** below and submit it along with all completed application materials to: City of Santa Clara; Human Resources Department; 1500 Warburton Avenue; Santa Clara, CA 95050.

1. Please describe your previous experience working for an electric utility. Please include the specific tasks for which you were responsible, the average number of hours worked per week while performing these tasks, and dates of service.
2. Please describe your experience using AutoCAD 2005, 2006, 2007 or 2008. Include any electric utility experience that involved documenting "as-built" condition changes to project documents and plans.
3. Please describe what coursework or professional training you successfully completed that has helped prepare you for the duties and requirements of an Electric Estimator. Please include the course title, college, university, or agency attended, hours completed and dates the courses were taken.
4. Listed below are several job tasks you are expected to complete in one 8 hour workday. The minimum hours required to complete each task is also listed. Prioritize each task in order you would work on them. Explain your reasons for prioritizing the tasks the way you did. No overtime is allowed and you cannot skip your lunch or change the hours required to do each task.
 - a. You have a field meeting with a customer to discuss critical changes to their project (2 hours)
 - b. The permit center is requesting your help to review some service relocation plans with a homeowner. The applicant is waiting for you at the permit center. (1 hour)
 - c. You have five voicemail messages regarding various street lighting, residential remodel and development projects that need responses (1 hour)
 - d. Your supervisor has requested you to provide him with updates to your project schedules (1 hour)
 - e. Documents requesting an electric easement from a commercial customer need to be prepared. (1 hour)
 - f. Four estimate drawings need to be completed and turned in for review (2 hours)
 - g. You have a meeting with the electric construction field foreman to discuss the best way to design a project based on recent field changes. (2 hours)
5. Please describe the most difficult customer, coworker, or situation that you have encountered. What about this person or situation was particularly difficult? What did you do to resolve or reduce the conflict? What did you learn from this experience?

With my signature below, I affirm that my responses to the above questions are true to the best of my knowledge. I further understand that providing false or misleading information is grounds for disqualification from the examination process or termination after employment.

SIGNATURE

DATE